	RECORDS LOUTED RECHESSE 2005/11/21 : CIA	-RDP78-00	30.1-66
105	DIVISION. BRANCH		CONCURRENCE
ecor	ds Administration Staff,		,
Age	ency Archives and Records Center		TITLE DATE
EM	FILES IDENTIFICATION (TITLE, DESCRIPTION, ARRANGEMENT, AND INCLUSIVE DATES)	VOLUME (CUBIC FT.)	DISPOSITION INSTRUCTIONS
	CENTER SUBJECT FILE		
	Consists of memoranda, reports and other documents pertaining to the administration of the A&RC. Filed by subject.		
	A. Policy, Plans, Programs & Reports		
	Consists of correspondence, reports and related records pertaining to the operation of the A&RC. (1949-Present)	2	Permanent. Retain in Current files area. Process documents into the Agency Archives when 10 years old.
	B. Administration		
	Memoranda and other documents reflecting the overall housekeeping activities of the A&RC. (1965-Present)	2	Temporary. Retain 3 years in current file area and destroy.
2	REGULATORY ISSUANCE FILE		
	A. Agency Regulatory Issuances		Discontinued. (Vital Records Copy now used for A&RC daily reference)
	B. A&RC Internal Issuances		
	(1) Reference copies, 1 copy maintained by each unit.	•3	Temporary. Destroy individual issuances when superseded.
	(2) Record Copy	.1	Permanent. Process into Agency Archives when superseded.

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ITEM NO.	FILES IDENTIFICATION Approved For Release 2005/11/21 : CIA-R	VOLUME P78-0048	TA000100150006-1
3	REFERENCE LIBRARY		
	This is a collection of unclassified publications consisting of magazines, bulletins, and other publications about Records Center and Archival Operation. These are used by Center personnel for reference and training purposes. Current.	24	Temporary. Destroy when obsolete or no longer needed.
4	A&RC STATISTICAL FILES		Aggara.
:	Consist of statistical forms used to record the A&RC activity. Includes volume of holdings by component, volume of categories of records and reference service performed. (1949-Present)	2	Permanent. Process into Agency when folders are full.
5	SPACE LOCATOR FILE		
	Consists of a $l\frac{1}{2}$ x 3 card stamped with a number to reflect each shelf space within the Center. This file is used to show, by means of colored signal tabs, which spaces are vacant on the shelves. Filed in numerical order in a tub file.	3	Permanent. Retain in current files area indefinitely.
6	RECORDS CONTROL SCHEDULE FILE		
	Consists of copies of the Records Control Schedule prepared by Records Administration Staff. This file is used in checking and verifying the groups of records accessioned and destroyed by the Center. Filed organizationally.	2	Temporary. Hold in current files area when superseded. Destroy when Records Administration Staff retires the Record Set.
7	DISPOSAL TICKLER FILE		
	Consists of copies of Form 140, Records Retirement Request, used for the systematic and orderly disposal of temporary records and for statistical purposes on permanent records. Filed chronologically by year of scheduled destruction. (1948-Present)	2	
	Approved For Release 2005/11/21 : CIA-R	DP78-0048	7A000100150006-1
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Approved For Release 2005/11/21: CIA RDP78-00887A000100150006-1 A. Temporary Records A. Temporary Records B. Permanent Retain in current files indefinitely. Permanent Process into Agency Archives when folders are full. Permanent Process into Agency Archives when folders are full. Permanent Records Record Retirement Requests (Form 140) Shelf Lists (Form 140-A), used by the Center personnel as a reference aid. Filed by organization. Permanent Retain in files area indefinitely. When job is destroyed or transferred, execute Form 140-A with the Disposition Case File. Permanent Retain in files area indefinitely. When job is destroyed or transferred, execute Form 140-A with the Disposition Case File. B. Permanent Retain in files area indefinitely. When job is destroyed or transferred, execute Form 140-A with the Disposition Case File. B. Permanent Retain in files area indefinitely. When job is destroyed or transferred, execute Form 140-A with the Disposition Case File. B. Permanent Retain in files area indefinitely. When job is destroyed or transferred, execute Form 140-A with the Disposition Case File. B. Permanent Retain in files area indefinitely. When job is destroyed or transferred, execute Form 140-A with the Disposition Case File. B. Permanent Retain in current files B. Permanent Process into Agency Archives when folders are full. B. Permanent Process into Agency Archives when folders are full. B. Permanent Process into Agency Archives when folders are full.				DICEOCLTION INSTRUCTIONS		
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B. Permanent Records Consists of copies of Record Retirement Requests (Form 140), Shelf Lists (Form 140), Notification of Disposition Action (Form 141), and related memos and Forms 490. This file has the official signed copies and is used for the verification of the disposal and permanent transfer of records. Filed numerically by dis- position job number. (1948-Present) RECORDS GROUP FILE Consists of Records Retirement Requests (Form 140) Shelf Lists (Form 140-A), used by the Center personnel as a reference aid. Filed by organization. RECORDS LOCATOR FILE Consists of Records Retirement Requests (Form 140) Shelf Lists (Form 140-A) used by the Center personnel as a reference aid. Filed by organization. RECORDS LOCATOR FILE Consists of Records Retirement Requests (Form 140) Shelf Lists (Form 140-A) used by the Center personnel as a reference aid. Filed by organization. SUSFENSE FILES Consists of request forms for Records Center service on permanent records, top secret records, codeword records, and records being furnished to Approved For Release 2005/11/21: CIA-RDP78-00487A000100150006-1		Approved For Release 2005/11/21 : CIA-RDP78-00487A000100150006-1				
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Consists of request forms for Records Center service on permanent records, top secret records, codeword records, and records being furnished to Approved For Release 2005/11/21: CIA-RDP78-00487A000100150006-1	?-	(Form 140) Shelf Lists (Form 140-A) used by the Center personnel as a reference aid. Filed by	10	initely. When job is destroyed or transferred, execute Form 140 and send to the component RMO. Incorporate Form 140-A		
service on permanent records, top secret records, codeword records, and records being furnished to Approved For Release 2005/11/21: CIA-RDP78-00487A000100150006-1	11	SUSPENSE FILES				
		service on permanent records, top secret records,	3	request form is removed and interfiled in		
		Approved For Release 2005/11/21 : CIA-RDP78-00487A000100150006-1				
IRM NO. 139a USE PREVIOUS DECORDE CONTROL CONTROL CONTROL	FORM NO.				(41)	

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ITEM NO.	FILES IDENTIFICATION	VOLUME	DISPOSITION INSTRUCTIONS
	offices other the proved For Release 2005/11/21 ThEIA-file is used as a control on records sent out that must be returned to Records Center. Filed by month, then alphabetically by name of requestor. Current.	RDP78-004	87A000100150006-1
12	FINISHED INTELLIGENCE LOCATOR FILE		
	Consists of 5 x 8 cards, Form 325, that are used to locate records. This file indicates the office a report is received from or sent to, the number of copies in stock, and the space location on the shelf. (1948-Present)	11	Permanent. Retain in Kardex file until report is removed from stock, process into Agency Archives along with the othe records pertaining to the report.
13	COMPLETED REQUEST FILE		
	Consists of copies of Form 490, Records Center Service Request, that have been serviced. These copies indicate the document furnished, person requesting, date sent, courier receipt number, and is used in lieu of an outgoing mail log. Filed chronologically by month and then job number. (1958-Present)	18	Temporary. Cut off at the end of each month, hold for 10 years and destroy.
14	COURIER RECEIPT FILE		
	Consists of Form 240 & 240a used for codeword and special items only. (Courier Receipt used for other items is part of Form 490.)	.1	Temporary. Retain for two years and destroy.
15	CLASSIFIED DOCUMENT RECEIPT FILE		
	Item 13 above, completed Request File and the Document Receipt File is now the same file, and the Form 490 serves both functions.		Discontinued. (Item 13, Form 490 is now used as document receipt.)
16	VITAL MATERIALS DEPOSIT SCHEDULE FILE		
	Consists of copies of the Vital Material Deposit Schedules prepared by the Vital Materials Officers. This file is used by Records Center personnel to check, verify and control Vital Materials deposited in the Center Price Price (Price Price) Organization.	2 RDP78-004	Temporary. Retain in current files, destroy when superseded by new schedule.

ITEM NO.	FILES IDENTIFICATION	VOLUME	DISPOSITION INSTRUCTIONS		
	Approved For Release 2005/11/21 : CIA-RDP78-00487A000100150006-1				
17	VITAL MATERIALS DEPOSIT SLIP FILE				
	Consists of Form 620 which is retained by	9	Temporary. Retire to inactive file on		
}	the Records Center to verify deposits; it is		open shelf files when last item on		
]	also used as a reference and finding media.		slip has been destroyed or withdrawn.		
	Filed by organization code number.		Destroy one year after.		
18	ORGANIZATIONAL RECORDS DISPOSITION FILE				
11. 20	Consists of the Records Retirement Request	1.5	Permanent. Retain in current files area		
	(Form 140) which has been removed from the	+•/	indefinitely.		
A 11.20	Records Group File and executed to show the	ļ [;]			
- C- 1	destruction or permanent transfer of the		•		
	Records. Filed by organization and numerically.				
20	ADDITION OF OUR FITTE		•		
19	ARCHIVES GROUP FILE				
	Consists of Records Retirement Requests	1.2	Permanent. Retain in current files		
	(Form 140) Records Shelf List (Form 140A)		area indefinitely.		
	and various listings of the material placed in		-		
	the Agency Archives. Filed by Organization.				
	ADQUITED GAGD DIT D		·		
20	ARCHIVES CASE FILE	٠.			
	Consists of correspondence with Records	1	Permanent. Retain in Current files area.		
	Administration Officers and other Agency offi-				
	cials in the various components pertaining to				
	the Archives function. This correspondence		•		
	contains authorization for and coordination of	!			
	records processed into the Archives filed by				
	organization. (1963-Present)		· · ·		
21	RECORDS ADMINISTRATION OFFICES CASE FILE				
	Consists of correspondence with RAO's per-		Permanent. Retain in Current file area.		
	taining to the general conduct of business with				
	the components such as authorization for alter-				
1	nates, emergency call lists and special pro-				
1	cedures necessary for the component. Filed by				
	Organization. (1949-Present)				
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j	Approved For Release 2005/11/21 : CIA-I		 		
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ITEM NO.	FILES IDENTIFICATION	VOLUME	DISPOSITION INSTRUCTIONS			
22	EAM LISTINGS OF ARROYMENT HOLDINGS	RDP78-004	87A000100150006-1			
	A. Quarterly lists					
	This is a machine listing of all A&RC holdings prepared at the end of March, June, Sept. & Dec.		Temporary. Destroy when list is 15 months old. (Recapitulation of these lists can be found in Item 1A.)			
	B. Special Lists					
	These are lists prepared at the request of the Agency RAO, other Agency officials and for special needs of the A&RC. Examples: Inventory lists by space number, retention lists by retention code and disposition lists by disposition date.		Temporary. Destroy when new list is prepared (Recapitulation of these lists can be found in Item 1A.)			
23	EAM CARD FILE		:			
	Consists of an EAM punch card for each accession currently in the A&RC.	1	Temporary. Destroy card when records are destroyed.			
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	Approved For Release 2005/11/21 : CIA-RDP78-00487A000100150006-1					
FORM NO.	FORM NO. 139a USE PREVIOUS 1 JAN 56 139a EDITIONS. RECORDS CONTROL SCHEDULE - CONTINUATION SHEET (41)					

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